



# Medical Clearance Processes for USPSCs and Excepted TCNPSCs

A Mandatory Reference for ADS Chapter 309

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## **MEDICAL CLEARANCE PROCESSES FOR USPSCs AND EXCEPTED TCNPSCs**

- (a) The term “contractor” in this reference applies to USPSCs under [AIDAR Appendix D](#), and TCNPSCs with an approved exception to use alternate classification procedures (ACP), under [AIDAR Appendix J, sec. 4\(c\)\(2\)\(ii\)\(B\)](#) (i.e. compensation and benefits under specific sections of AIDAR Appendix D). For details about ACP procedures, see [ADS 309maa, Requesting Approval to Use Alternate Classification Procedures \(ACP\)](#). Note this policy also supplements [AIDAR Appendix D, sec. 12, contract clause 3 \(DCC 3\)](#).
- (b) **Travel for less than 30 calendar days.** Although the Department of State “medical clearance” is not required for travel for less than 30 days, USAID requires the contractor to obtain a physician’s statement of physical fitness. The CO must not authorize the contractor to travel or begin work without first obtaining the physician’s statement (see the specific requirements of DCC 3).
- (c) **Travel for 30 calendar days or more.** The CO must not execute a personal services contract with an individual for performance overseas, or issue travel orders for the contractor and any traveling eligible family members (EFMs, as defined in [16 FAM 122](#)) for each overseas travel event of 30 consecutive calendar days or more per year, without first obtaining valid medical clearance from the Department of State (DS), Office of Medical Services, Medical Clearance Division (M/MED/MC). Note that medical clearances are valid for differing lengths of time depending upon the class of the clearance, post of assignment and any change in the PSC’s medical status. The CO must inform contractors that any order for travel overseas for 30 calendar days or more is contingent upon the contractor and any EFMs receiving a valid medical clearance from M/MED/MC. M/MED/MC waives this requirement only in special situations - see paragraph (3) below

The CO must provide the contractor the following information to initiate a clearance:

- The contractor and examining physician/medical care provider must complete the appropriate forms available at:  
<http://www.state.gov/m/med/c35188.htm>.
- [Form DS-6561](#) – required for all prospective contractors and their EFMs.
- [Form DS-3057](#) – required only if a prospective contractor already has a DS-6561 on file with M/MED/MC to renew the clearance for the contractor and their EFMs.
- The personal services contractor must notify the CO in advance if M/MED/MC requests added tests.

The physician, medical provider, or personal services contractor must submit the required forms, as well as any other relevant documentation, to M/MED/MC as indicated in the forms.

- Email a scanned pdf copy to [MEDMR@state.gov](mailto:MEDMR@state.gov)
- Fax the form to 703-875-4850 (U.S.), if scanning is not available

M/MED/MC will **not** accept documents sent by regular postal mail, or if sent by both fax and email.

M/MED/MC will confirm receipt with an automatic email reply after it receives the documents electronically. The contractor may email [MEDMR@state.gov](mailto:MEDMR@state.gov) to confirm M/MED/MC received their clearance documents by e-mail or fax.

If clearance is approved, M/MED/MC will indicate this by issuing the form DS-823.

If M/MED/MC requires additional tests, before providing the clearance, M/MED/MC will indicate this by using the DS-616 form.

The contractor is eligible for reimbursement for such tests, minus any costs paid by the contractor's, or their spouse's, insurance company (see [ADS 309](#)).

Before the PSC undergoes such additional tests, the CO must ensure sufficient funds were included in the budget to reimburse the contractor.

- (1) Mission-Specific Forms. The CO must ensure the contractor submits any additional medical forms as may be required by a specific Mission or Operating Unit (e.g. Afghanistan or Iraq Pre-Deploy. Physical Exam Acknowledgement Sheet).
- (2) M/MED/MC has agreed to waive clearances on a case-by-case basis for contractors who are travelling to overseas missions for work on emergency/disaster relief missions (e.g. OFDA).
- (3) See also DCC 3 and DS cable [14 STATE 31156](#). For other questions about medical clearances or waivers, contact M/MED/MC by email to [MedClearances@state.gov](mailto:MedClearances@state.gov).

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